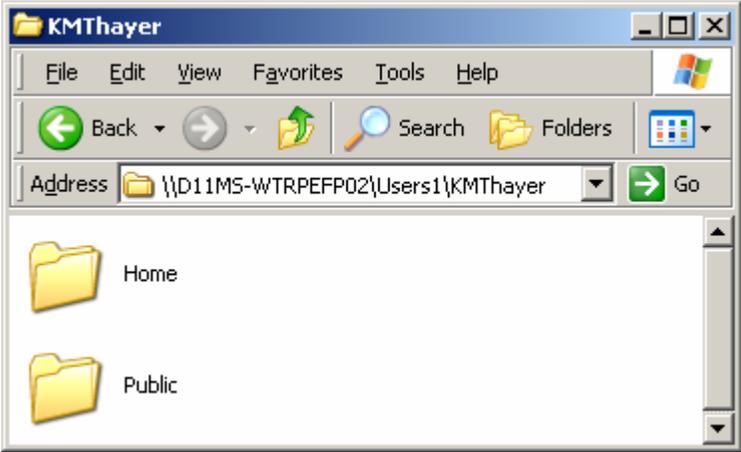


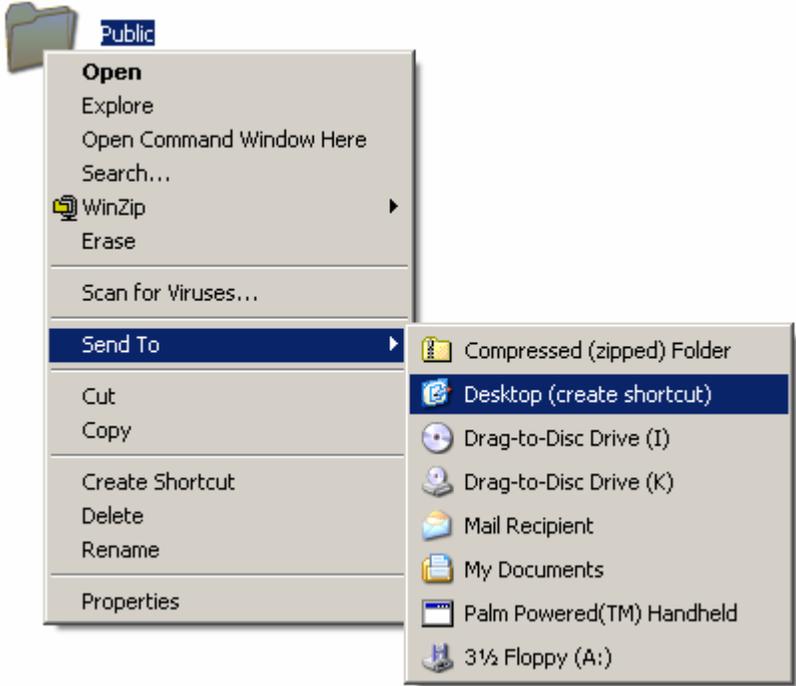
Accessing Your Public Folder

Your Public Folder Your **Public** folder is another directory location you can store your data on the network in addition to your My Documents (U:\ Drive and Home directory) storage area. Unlike the U:\ drive (which is only accessible via your network login), your Public folder is accessible to others on the Coast Guard Data Network (CGDN). When you save something in your public folder you are inviting other users in the CGDN to look at the information you put there.

In order to share information (files, etc.) with other users, you need to place that information in your **Public** folder. This job aid will show you how to determine the location of your public folder, and place a shortcut to it on your desktop. Also see the job aid entitled [Determining Your File Server and Home Directory Path](#). If you want to provide access for others to Save to and/or Edit files in your Public folder, refer to job aid entitled: [Provide Others Access to Save to Your Public Folder](#).

Step	Action
1.	<p>On the Desktop open My Computer (double click on the icon). Example of what the My Computer icon looks like on the desktop:</p>  <p>Where kmthayer is the username who is logged in to the network and D11MW-WTRPE6265 is the name of the computer the user kmthayer is logged on to.</p>
2.	<p>Select the menu View >> Thumbnails</p>
3.	<p>Find your U: Drive under the section heading of Network Drives, which should look something like the icon below:</p>  <p>Note: This is also referred to as the Home Drive and your My Documents are stored in this location on the network server.</p>
4.	<p>Click once on this Home (U:) icon. Then click once again on the text below the U: Drive icon so that it is highlighted in blue as shown below:</p>

	 <p>Copy the information found after Home on between the single quotes (don't include the quotes in this copy). In this example you would copy the following text: D11ms-wtrpef02\Users1\KMThayer</p>
<p>5.</p>	<p>In the Address Bar near the top of the window type: \\ (2 back slashes - found on key above the Enter key).</p> <p>Then paste the rest of the information you copied between the single quotes in step 4. After you finish, it should look something like this:</p>  <p>Note: This is referred to as your “user share” or “file server”. For others to access your public folder you will have to tell them your file server information and they will need this path provided to them.</p>
<p>6.</p>	<p>Press the Enter key or click the  button to the right side of the Address bar.</p>
<p>7.</p>	<p>You are now in the folder of your file server. The address in the Address bar can be used to access your file server from a variety of programs. You should now see 2 folders sitting in this location (Home and Public):</p> 
<p>8.</p>	<p>Right click on the Public folder and select Send to >> Desktop (create shortcut).</p>

	
<p>9.</p>	<p>Minimize the current window and any others that are open to get to your desktop. You should now find an icon that's entitled: Shortcut to Public</p>  <p>Note: This is merely a pointer to the actual Public folder sitting on the server.</p>
<p>10.</p>	<p>To share files with others, simply drag the files you want to share into this folder.</p>
<p>11.</p>	<p>To give other users the correct location to your Public folder, copy the exact path you used in Step 5 to paste into the Address bar. Provide that path via email and they should be able to Read and Copy documents from this folder.</p> <p>If you need a user to Edit a file within your Public folder OR Save another file follow the instructions on the job aid entitled:</p> <p>Provide Others Access to Save to Your Public Folder</p>